



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

April 7, 2005

INDIANA BULLETIN NO. IN180-5-4

SUBJECT: CPA - NRCS-CPA-1, Developing Lists of NRCS Employee Farm Tracts
For Status Reviews

Purpose: To provide guidance on the requirement to submit a NRCS-CPA-1 form.

Expiration Date: December 31, 2005

Action Required By: May 6, 2005

Part 518.03, 180-V-NFSAM, Fourth Ed., March 2003 requires that NRCS employees submit a NRCS-CPA-1 form to the State Conservationist annually. These forms are used to compile a list of tracts to be status reviewed of NRCS employees who own, operate, or have an interest in tracts and receive program benefits. In accordance to the above reference, such tracts of NRCS employees are to have status reviews conducted at least once every three years.

All employees who own, operate, or have an interest in tracts and receive program benefits are to complete the attached NRCS-CPA-1 form and submit it to the state office by May 6, 2005.

A composite list will be maintained at the state office. Each field office will be provided a composite list for the employees having interest in land to be status reviewed by that field office.

If you have any questions concerning status reviews, please contact John Poenisch at Ext. 357 or Dwayne Howard at Ext. 386.

/s/

JANE E. HARDISTY
State Conservationist

Attachment

DIST: E